



## CALIFORNIA PRISON HEALTH CARE SERVICES (CDCR – PLATA) CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

<b>DEPARTMENT:</b>	CALIFORNIA PRISON HEALTH CARE SERVICES (CDCR – PLATA)	<b>RELEASE DATE:</b>	Tuesday, January 11, 2011
<b>POSITION TITLE:</b>	Deputy Chief Information Officer (Clinical Applications)	<b>FINAL FILING DATE:</b>	Tuesday, January 25, 2011
<b>CEA LEVEL:</b>	CEA 3	<b>EXTENDED FINAL FILING DATE:</b>	
<b>SALARY RANGE:</b>	\$ 8,594.00 - \$ 9,476.00 / Month	<b>BULLETIN ID:</b>	01112011_4

### POSITION DESCRIPTION

Under the general direction of the Chief Information Officer and in collaboration with Clinical Partners and Stakeholders, the Deputy Chief Information Officer (Clinical Applications) serves as a key executive responsible for development and implementation of all Clinical Applications as part of prison health care reforms outlined in the Receiver's Turnaround Plan of Action. The incumbent will be responsible for providing IT strategic direction related to the implementation of an Electronic Medical Record and all supporting application solutions. These functions include, but are not limited to, supervising and directing staff and consultants assigned to projects, providing oversight for all project related activities, interfacing with vendors, and advising lines of business and other stakeholders.

Duties include, but are not limited to:

Works collaboratively with clinical partners and stakeholders; leads the development of IT strategy for implementation of an Electronic Medical Record solution and related clinical applications; provides vital input into high level policy and program decisions; assist in establishing and implementing strategic and tactical objectives; works routinely with other high level administrator and influences broad policies and procedures; works with key leaders to evaluate and manage organizational risk; ensures application compliance with information security measures and risk management plans to ensure business continuity and legal compliance.

Oversees the development, operations and maintenance of all applications; reviews and approves project documents and project deliverables, such as Requests for Proposals, Feasibility Study Reports, project plans, project budgets, project expenditures, and project technical documentation; manages high level allocation of resources, to ensure organizational application goals are achieved within schedule and budget.

Works collaboratively with medical, administrative and custody staff, as well as administration and community representatives to create understanding of the culture shift in inmate patient health care including creation of the appropriate environment, organizational culture, team approach, and

patient oriented focus necessary to achieve the Receiver's goals.

Reports on application status to oversight organizations, partners and stakeholders, such as HITEC, Department of Finance, Court Monitors, Institution Chief Executive Officers and organizational leadership.

Work collaboratively with State and CPHCS-contracted data centers to plan and oversee transition of all applications to a state data center.

## **MINIMUM QUALIFICATIONS**

Applicants must meet the following minimum qualifications:

### **Either I**

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

### **Or II**

Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government code § 18990.

### **Or III**

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code § 18992.

### **Or IV**

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991.

## **KNOWLEDGE AND ABILITIES**

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives

of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

**CEA Level 1.** Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

**CEA Levels 2 and 3.** Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

**CEA Levels 4 and 5.** Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

### **DESIRABLE QUALIFICATION(S)**

Strong leadership skills and demonstrated ability to think strategically and function effectively as a member of an executive IT management team.

Knowledge of project management principles.

Ability to analyze complex problems and recommend and/or implement an effective course of action.

Well developed oral, written and interpersonal skills. The ability to interact and communicate effectively with top level administrators, staff, the public, other law enforcement and governmental agencies.

Knowledge of the California Prison Health Care Services' organization, goals, functions and policies; and an understanding of State administrative, legislative and budgetary procedures, and current management trends, including customer service, business organization and operations, and project management.

### **EXAMINATION INFORMATION**

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **Deputy Chief Information Officer (Clinical Applications)**, with the **CALIFORNIA PRISON HEALTH CARE SERVICES (CDCR – PLATA)**. Applications will be retained for twelve months.

*The results of this examination will be used only to fill this position.*

Interested applicants who meet the minimum qualifications must submit:

- A Standard State Application (Form 678) and resume that clearly addresses your experience and job titles, names and addresses of employers, periods of employment and education relevant to the Minimum Qualifications listed above.
- A Statement of Qualifications that describes your experience, knowledge, and abilities as they relate to the desirable qualifications identified in this bulletin. You must provide specific examples. The Statement of Qualifications will also serve as documentation of each candidate's ability to present information clearly and concisely in writing since this is a critical factor to successful job performance. In the Statement of Qualifications, the desirable qualifications **MUST** be addressed and numbered in the same order as it is listed. It should not exceed four pages in length or be less than 12 font. **APPLICANTS WHO FAIL TO SUBMIT A STATEMENT OF QUALIFICATIONS WILL BE ELIMINATED FROM THE EXAMINATION. RESUMES DO NOT TAKE THE PLACE OF THE STATEMENT OF QUALIFICATIONS.**

## **FILING INSTRUCTIONS**

Effective January 1, 2009, Government Code Section 18991 was enacted which permits persons retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty to apply for Career Executive Assignment (CEA) examinations, for which he/she meets the minimum qualifications. Person's applying who qualify as a Veteran under Government Code Section 18991 must submit a copy of his/her DD214 with their Standard State Application (Form 678).

**Interested applicants must submit:**

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than four pages in length and no less than 12 font.
- Resumes do not take the place of the Statement of Qualifications.

**Applications must be submitted by the final filing date to:**

CALIFORNIA PRISON HEALTH CARE SERVICES (CDCR – PLATA), Selection Services  
P.O. Box 4038, Suite 350, Sacramento, CA 95812-4038  
Allison Sanjo | 916-445-1694 | [allison.sanjo@cdcr.ca.gov](mailto:allison.sanjo@cdcr.ca.gov)

## **ADDITIONAL INFORMATION**

If you are personally delivering your application, you must do so between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, on or before the final filing date to CPHCS Human Resources, located at 501 J Street, Suite 350, Sacramento, CA.

## **SPECIAL TESTING**

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of

the "Examination Application." You will be contacted to make specific arrangements.

### **GENERAL INFORMATION**

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The CALIFORNIA PRISON HEALTH CARE SERVICES (CDCR – PLATA) reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

**Class specs:** <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>